

REQUEST FOR PAYMENT FOR INTERPRETER SERVICES

(To be completed by SC/EI Provider and sent to DDSN District Office)

- This form is used by DDSN to reimburse service coordination and early intervention providers for the use of interpreter services in accordance with Title VI of the Civil Rights Act of 1964.
- Providers are encouraged to arrange and pay for interpreter services, and then request reimbursement from DDSN since there is likely to be a three (3) to four (4) week lag from time of request to time of reimbursement from DDSN.
- Providers are encouraged to submit monthly invoices to DDSN for reimbursement of all interpreter services provided in that month. Invoices from the interpreter must be attached to this form in order for DDSN to consider the request(s).

SC/EI Provider: _____

Person Completing Form: _____

Phone Number: _____

Date: _____

PDD Case: ☐ Yes ☐ No

Name of Applicant or Consumer	Age	Social Security Number	Type of Interpreter Service (e.g., Spanish, American Sign Language, Braille, etc.)	Rate Per Hour	Length of Time	Amount Paid (\$)
1. _____	_____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____	_____
Total Dollar (\$) Amount Requested						_____

For DDSN Use Only:

District I _____ District II _____

Approved Amount: \$ _____